



Standard Operating Procedure

DIRECTIVE NO. 230-SOP-6400.11A
EFFECTIVE DATE: November 1, 2004
EXPIRATION DATE: October 31, 2009

Responsible Office: 230/Logistics Management Division
Title: Goddard Taxi Service

DIRECTIVE NO. 239-SOP-6400.11
EFFECTIVE DATE: November 1, 2004
EXPIRATION DATE: October 31, 2009

Responsible Office: 230/Logistics Management Division
Title: Goddard Taxi Service

FINAL APPROVAL

NOVEMBER 2004



PROGRAM MANAGER

11/3/04

DATE



TRAX INTERNATIONAL BRANCH MANAGER

11/03/04

DATE



GOVERNMENT BRANCH HEAD CODE 234

11/03/04

DATE

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov/gdms> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.
GSFC 3-19 (10/01)

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov/gdms> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

PREFACE

P.1 PURPOSE

The purpose for the establishment of the Goddard Taxi service is to provide an “on-call” passenger transportation service that will support the following efforts:

- (a) Transportation support for the Persons With Disabilities community.
- (b) Integration with the Mass Transit Benefit Program.
- (c) Personnel transportation service between the Main campus and East campus.
- (d) Help reduce private vehicle use and parking requirements on Center.
- (e) Support the Government’s objectives to reduce energy consumption, and help to contribute to the overall reduction of vehicle exhaust emissions.

P.2 APPLICABILITY

The Goddard Taxi is available to all personnel holding valid Goddard Space Flight Center identification badges (permanent or official visitors). “On-call” personnel transportation services will be provided to and from all points within the Goddard Campus area (this includes both the East and West Campus area), on a “first call, first served” basis. There will be no pick-ups or drop offs of personnel outside of the Goddard Campus area.

P.3 REFERENCES

U.S. Department of Transportation - Federal Motor Carrier Safety Regulations / Title 49 CFR sec. 392, 396, (<http://www.fmcsa.dot.gov/rulesregs/fmcsrhome.htm>).

Americans with Disabilities Act (<http://www.ada.gov/>)

P.4 CANCELLATION

None, original version

P.5 TOOLS, EQUIPMENT, AND MATERIALS

Taxi driver will utilize a behind the head, hands-free, telephone headset, coupled with a mobile telephone. Driver is also provided and trained in the use of the wheel-chair lift.

P.6 SAFETY PRECAUTIONS AND WARNINGS

1. The Goddard Taxi will be operated in accordance with all applicable Federal, State, and local laws.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT

<http://gdms.gsfc.nasa.gov/gdms> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

2. No item or package will be transported within the taxi, unless in the drivers' judgment, it can be securely held by the passenger, and create no safety or security issues. On-center transportation of items or packages can be arranged by calling x6-6261.
3. Before driving the taxi, the driver shall:
 - (a) Be satisfied that the taxi is in safe operating condition;
 - (b) Review the previous driver's vehicle inspection report; and
 - (c) Verify that noted (if any) repairs/deficiencies have been corrected.
4. All passengers will be required to use seatbelts, or wheelchair restraint straps. Additionally, children will be required to have child safety seats or booster seats, per age/weight applicability ([Child Passenger Safety](#)). Wheelchair bound passengers will only be picked up or discharged from the vehicle with engine shut off, and the parking brake engaged.
5. The Taxi Driver will pull off roadway to:
 - (a) To make / answer complex or multiple calls.
 - (b) Fill in daily usage passenger log.
6. When snow or icy roadway conditions are present or imminent, tire chains will be attached to the rear drive wheels of the taxi.
7. Additional safety guidance is contained on the National Highway Traffic Safety Administration website. ([NHTSA - National Highway Traffic Safety Administration](#)).

P.7 TRAINING

Wheel-Chair lift operation and passenger restraint. Training Records maintained in the Code 239 Training Database that can be found at Code 230 Library/Training /239 Training Windows 2000.

P.8 RECORDS

Record Title	Record Custodian	Retention
Daily Passenger Usage Log (Form 230-0072)	Transportation Specialist, Code 234	NRRS 6/11 H 3 years
Driver's Vehicle Inspection Report (Form 230-0073) Federal Motor Carrier Safety Administration - Regulations	Garage Supervisor, Code 239	NRRS 6/11 I2 destroy after 1 year

P.9 METRICS

None

P.10 DEFINITIONS

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT

<http://gdms.gsfc.nasa.gov/gdms> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>230-SOP-6400.11A</u>
EFFECTIVE DATE:	<u>November 1, 2004</u>
EXPIRATION DATE:	<u>October 31, 2009</u>

Page 4 of 5

- (a) Persons With Disabilities (PWD) - individuals identified by legislation signed into law on July 26 1990, under provisions of the Americans with Disabilities Act, whose statutes are intended to make American Society more accessible to people with disabilities.
- (b) Mass Transit Benefit Program- officially known as the Mass Transportation and Vanpool Transportation Fringe Benefit Program, established by Executive Order 13150 of April 21, 2000 whose statutes are intended to reduce Federal employees' contribution to traffic congestion and air pollution and to expand their commuting alternatives.

INSTRUCTIONS

- (a) At the end of each workday, driver will notate any vehicle deficiencies that need correcting. (Make necessary notations on the Driver's Vehicle Inspection Report (Form 230-0073).
- (b) The driver will make a check of all fluid levels, and "top-off" as necessary, and make notations on the Driver's Vehicle Inspection Report.
- (c) Goddard Taxi will operate weekdays from 6:30 a.m. to 5:30 p.m., and 1 hour before Center Late Arrival days and 1 hour after Early Dismissal days.
- (d) The driver will confirm all passengers have a Goddard Identification Badge prior to boarding.
- (e) The driver will update the Daily Passenger Usage Log (Form 230-0072) while the taxi is stopped.
- (f) The driver will turn in the Daily Passenger Usage Log to the Motor Pool Dispatcher.
- (g) Taxi service will be restricted to internal GSFC pick-up and discharge locations.
- (h) The driver will pick up and deliver passengers from and to all Center buildings.
- (i) The driver will attempt to handle all requests for service within the 10-15 minute response time.
- (j) The driver will request a "back-up" Taxi from the Motor Pool dispatcher when:
 - The volume of passengers is exceeding the Taxi's capacity, or
 - The response times are exceeding the servicing capability, or
 - The Taxi has experienced a mechanical failure that requires immediate removal from service.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT

<http://gdms.gsfc.nasa.gov/gdms> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 230-SOP-6400.11A
EFFECTIVE DATE: November 1, 2004
EXPIRATION DATE: October 31, 2009

Page 5 of 5

CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline		Initial Release

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov/gdms> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.